

**Minutes of the IHRA Committee Meeting**  
**May 8, 1997**  
**Hyatt Regency Hotel on Capitol Hill**  
**400 New Jersey Avenue, NW ,Washington, D.C.**  
**2:00 p.m. - 5:30 p.m.**

**Attendees:**

Australia -- Keith Seyer on behalf of Peter Makeham  
Canada -- Ian Noy  
European Commission -- Not represented  
France -- Jean-Pierre Médevielle  
Germany -- Bernd Friedel on behalf of K.H. Lenz  
EEVC -- Bernd Friedel  
Italy -- Claudio Lomonaco  
Japan -- Katsuya Satake & Yoshiyuki Mizuno on behalf of Kazuyoshi Matsumoto  
Poland -- Wojciech Przybylski  
United Kingdom -- Richard Lowne  
The Netherlands -- Gerard Meekel  
Sweden -- Not represented  
United States -- Ralph Hitchcock, Frank Turpin, Linda O'Connor, Carmen Bell

**Agenda Items:**

Review of Last Meeting Minutes  
Reports by Lead Countries  
Review of Presentations for the May 8th Meeting  
Role of Industry and Other Interested Parties  
ESV 1998 & ESV 2001  
Other Topics as Necessary

**Review of Last Meeting Minutes:**

A recap of the November, 1996 meeting was provided by Ms. O'Connor. Ms. O'Connor further stated that she would provide the Committee with minutes of the following:

- C the last IHRA Committee meeting of November 1996
- C the current IHRA Committee meeting of May 8, 1997; and
- C the 1st IHRA Public Meeting of May 9, 1997.

Copies will also be sent to IHRA Committee members that were unable to attend the meetings. Mr. Médevielle noted that the most important aspect to be developed by Ms. O'Connor, is the process agreed to by the Committee.

**Reports by Lead Countries:**

Copies of the six priority research program proposals, (Biomechanics - United States, Advanced Offset Frontal Crash Protection - EC/EEVC, Pedestrian Safety - Japan, Intelligent Transportation Systems - Canada, Vehicle Compatibility - EC/EEVC, Functional Equivalency -United States/Australia) were given to each Committee member.

Copies are attached to these minutes to ensure all Committee members have the most up-to-date information. During the November 1996 IHRA meeting, it was agreed that the six priority research program proposals would be distributed during the 1st IHRA Public Meeting.

**FEQ Report:**

Mr. Turpin presented a status report that included a chronology of events to date, including the fact that the United States held a public meeting after his November 16, 1996, presentation to the Steering Committee. Mr. Turpin also stated that the United States was using the FEQ process to examine Side Impact Harmonization. The United States Congress has directed the National Highway Traffic Safety Administration (NHTSA) to examine Side Impact for the purpose of harmonization with the European standard. Mr. Turpin further indicated that the United States would issue a Federal Register Notice on the FEQ process.

It was recommended, by Ms. O'Connor, that this item be removed from the IHRA Agenda since it is now at a regulation level; rather than developing the scientific model as agreed to under the IHRA. Mr. Médevielle raised objection to this, pointing out that the United States had not formed an International Working Group to examine the FEQ proposed process. This statement was supported by several other country representatives. (A copy of the discussion paper presented at the November 1996, meeting is attached for review and comment by the Committee).

The Steering Committee agreed to the following:

- C FEQ will not be removed from the Agenda at this time.
- C The Committee deferred making a decision on forming an International Working Group until the November 1997 meeting.
- C In preparation for the above meeting, Australia and the United States will forward copies of the FEQ documentation and analysis, and submit a status report to the Steering Committee for comments and or approval.

**Review of Presentations for the May 8th Meeting:**

Representatives from the six lead countries gave a brief report on their presentation for the May 9, 1997, 1st IHRA Public Meeting (please reference the transcript of the public meeting).

A question and answer period, which followed each report, provided insight to potential questions and responses during the public meeting. Ms. O'Connor informed the Committee that during the 1st IHRA Public Meeting, a request would be made of the Committee to expand the Agenda to include data collection for the development of a common set of data elements, ( i.e. crash data). All were in agreement that the the Committee respond to this request by acknowledging that the request is an intelligent one, and that there is agreement worldwide on the need for, and relevancy of data collection. There is an active ISO Committee that deals with data collection, and one of the Technical Sessions of the ESV Conference is devoted to data collection. However, the IHRA Steering Committee agreed that the IHRA would not be expanded. Dr. Friedel was volunteered to respond to this question on behalf of the Committee.

**Role of Industry and Other Interested Parties:**

Mr. Mizuno asked, on behalf of the Deputy Minister of Transport, regarding Pedestrian Safety Studies, if experts from industry could be invited to the Working Group meetings. Mr. Mizuno stated that their presence would provide leadership for the development of procedures. Mr. Hitchcock stated that this idea was discussed in Geneva, and it was decided that Working Group representatives can invite industry experts from their respective country to the meetings. The industry experts should not include more than two-three people. Each participating country is responsible for soliciting non-government participation.

Ms. O'Connor suggested Mr. Mizuno speak with his two EEVC Working Group members, Mr. Janssen of TNO, and Mr. Lawrence of TRL, and his United States Working Group member, Dr. Saul of NHTSA, about inviting industry experts to the meetings. Mr. Mizuno also offered that he had provided everyone in the room with the names of experts from Japan, and asked that the names on the list be included for expert selection by all Committee members.

Mr. Przybylski announced that he had recently secured resources (manpower), from Poland, to serve on several of the Working Groups.

**ESV 1998:**

Dr. Noy stated his group has made a fair amount of progress towards the 16th ESV Conference to be held in Windsor, Canada, June 1-4, 1998. Facilities and hotels are booked. Conference interpretation services have been requisitioned, preliminary brochures have been mailed to the Government Focal Points, and past ESV Attendees, and are distributed at relevant conferences. The Canadian mailing list is in development. Posters of the 16th ESV Conference were recently sent to Committee members for dissemination in their respective country. Canada has developed a most impressive Website, ([www.tc.gc.ca/esv98.htm](http://www.tc.gc.ca/esv98.htm)), for the 16th ESV Conference. The Conference Registration Brochure and Abstract Book will also be made available to the public through use of the ESV Website. And, Australia, France and the United Kingdom expressed an interest in a Website link to their home page.

The Canadian Conference Contractor has been selected, and an Advisory Committee has been established to provide direction, including advice on protocols and sponsorships. The next meeting of the Advisory Committee will take place, in Canada, on May 28, 1997. The Advisory Committee meeting will include the discussion of technical tours, international exhibits, sponsorships, social programs, companion tours, and paper distribution.

In discussing the Technical Agenda for the 16th ESV Conference, it was noted that 5 of the Technical Sessions are devoted to IHRA topics. It was suggested that the Technical Session Chairpersons present status reports on the program at the beginning of the session, or status reports can be presented during the Harmonization Invited Speakers Panel. A decision on this will be made as the Technical Agenda evolves.

The Call for Technical Papers will go out the week of May 11, 1997, provided the Technical Agenda has been approved by all of the Government Focal Points. During the Advisory Committee meeting on May 28, 1997, attendees will review the Agenda as agreed to by the United States and the Government Focal Points.

Mr. Hitchcock suggested that the Invited Speakers Session on “Trends and Priorities in Motor Vehicle Safety for the 21st Century “ be represented by industrialized countries, and other non-industrialized countries. This would give people a flavor of what is transpiring and serve as a vehicle for outreach to them.

The Technical Agenda was approved by the Government Focal Points in attendance. The Committee was informed that the Schedule of Events for Government Focal Points and Technical Session Chairpersons was forthcoming. The committee was reminded of the need to name the Technical Session Chairpersons, as well as provide exhibit information and contact points. The Committee was also reminded that the 16th ESV Conference Proceedings will not be printed in advance of the Conference, and that the required format for CD ROM will be provided.

### **ESV 2001:**

For the first time in the history of the ESV Conferences (27 years) two countries have placed a bid to host the next ESV Conference in their country. This is truly demonstrative of an international commitment to the program. The United States is working with the two countries, and a selection will be made shortly. It is the hope of the United States that the country not selected to host the ESV Conference in the year 2001, will commit to hosting the Conference in the year 2003.

Mr. Lowne stated that both he and Mr. Rodgers had been given the charge, by Mr. Fendick, to represent the United Kingdom on these matters, however, he requested Mr. Fendick receive all communications, with a copy to Mr. Lowne to expedite matters.

### **Other Topics as Necessary:**

#### **Meeting Schedules:**

During the November 1996, IHRA meeting it was agreed that the Committee would meet every six months to monitor Working Group activities. The next meeting of the Steering Committee will be on Friday, November 7, 1997, and it was agreed that the meeting will take place in Geneva, Switzerland. The United States will confirm the meeting in writing to each Committee member, and look at that point for Status Reports from the Working Groups. Status Reports from the Working Groups should be sent to Ms. O'Connor by October 15, 1997, for dissemination to Committee members

It was suggested and agreed that Steering Committee, Working Groups and Public Meetings for IHRA will be held in conjunction with established meetings. The meetings will not be part of an established meeting, but scheduled around them (i.e., before/after a WP29 meeting). It was further agreed that the Working Groups will decide their own meeting schedules.

### **New Names:**

It was suggested and agreed that the IHRA Committee be referred to as a Steering Committee, and that the expert groups under the Committee will be referred to as Working Groups. This recommendation was approved by the Committee.

### **Steering Committee and Working Group Communication:**

It was agreed that throughout the meeting the need for more effective communication was evident, and that a policy on effective communication must be adhered to. The process must begin with making certain all information is sent to Ms. O'Connor, the IHRA Secretariat, so that all Steering Committee members are kept informed of the six priority research program activities

The Steering Committee agreed that the minutes of all Working Group meetings will be sent to Ms. O'Connor, for dissemination to the Steering Committee. Ms. O'Connor should also receive advance notice of their meeting dates, which affords the Steering Committee members the opportunity to attend. The United States is solely responsible for disseminating information to the Steering Committee members and lead countries, not to the Working Groups.

This policy, of effective communication, will be adhered to in order to better promote the IHRA.

#### **DATES TO REMEMBER:**

<b>October 15, 1997</b>	Working Group Status Reports forwarded to the United States
<b>November 7, 1997</b>	IHRA Steering Committee Meeting in Geneva, Switzerland

#### **ACTION ITEMS:**

<b>United States</b>	Minutes of the November 1996, and May 8, 1997 IHRA meetings and transcript of the May 9, 1997, 1st IHRA Public Meeting to the Steering Committee
	Copies of the Side Impact and Frontal Congressional Reports to the Steering Committee (as soon as available)
<b>Lead Country Chairs</b>	Complete list of Working Groups with names, addresses, phone & fax numbers to Ms. O'Connor including any non-government representatives (e.g. automotive industry, consumer groups, insurance industry, etc.)
	Dates of Working Group meetings to Ms. O'Connor
<b>Steering Committee</b>	Decision on whether to allow, as observers, one Automotive Industry Representative and one Consumer Representative
<b>Turpin/Seyer</b>	Copies of FEQ Analysis and FEQ Documentation to Steering Committee members.

#### **Minutes prepared**

May 23, 1997

Date

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Linda L. O'Connor, IHRA Secretariat